

United States Embassy
Tokyo, Japan



***The U.S. Embassy provides a good opportunity to work for
high-ranking officials in an international environment***

OPEN TO: All Interested Candidates
POSITION: **Cultural Affairs Assistant (position number N71008)**
FSN-6*, FP-8* (Full Performance Level)
FSN-5*, FP-9* (Trainee Level)
OPENING DATE: January 2, 2004
CLOSING DATE: January 20, 2004
WORK HOURS: Full Time 40 hours/week
SALARY: *Actual grade and salary will be based on the qualifications of the applicant.

Note:

- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Please note that U.S. taxes are deducted for U.S. citizens and green card holders.

BASIC FUNCTION OF POSITION

The Cultural Affairs Assistant provides administrative support for the Program Development Office of the Cultural Section, and serves as secretary to the Program Development Officer and Assistant Program Development Officer. He/she makes logistical arrangements for approximately 100 US experts per year who travel to constituent posts to participate in Public Affairs programs. The incumbent advises the PDO and APDO regarding the most efficient way to schedule programs in view of routing restrictions, USG regulations, etc. Other responsibilities include preparing and processing grants, preparing travel vouchers, interfacing with contractors, and maintaining the office Intranet site in the absence of the FSN-9 Cultural Affairs Assistant.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of high school is required.
2. Prior Work Experience: Three years progressively responsible experience in an administrative position in a professional office environment is required (FSN-6*; FP-8*). Two years progressively responsible experience in an administrative position in a professional office environment is required (FSN-5*; FP-9*).
3. Language Proficiency: Level 4 (Fluent) Speaking/Reading/Writing Japanese is required. Level 4 (Fluent) Speaking/Reading/Writing English is required.
4. Knowledge: General knowledge of the political, economic, social, cultural, and educational environments in the U.S. and Japan is required. Familiarity with basic office routines is required. General knowledge of the Japanese public transport system, the rail and air system is required.

5. Skills and Ability: Ability to draft schedules and correspondence in English is required. Working knowledge of email, word processing and database software applications is required.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/wwwinfo-jobs.html>

SUBMIT APPLICATION TO

Human Resources Office
Attention: Mary Smith
Address: 1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT

Mary Smith
Telephone: 03-3224-5640
FAX: 03-3224-5818

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 20, 2004
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